

APPLICATION FOR RECORDS DISPOSITION STANDARD

INSTRUCTIONS: Prepare in duplicate and forward to the Records Management Analyst, Management Systems Division

3. Dept., Division, Subdivision & Administering Office Address Finance Treasury Services (Fare Collection) Avondale Facility 2775 East Ponce De Leon Decatur, GA 30030		FOR RECORDS MANAGEMENT DIVISION USE Date Received Application No. Date Completed MAY 12 1982 82-127 MAY 18 1982	
4. Person to Contact Raymond E. Miller/Nancy Gaffney		5. Working Title Supv. Fare Collection/Sec.	6. Telephone Number 294-3352
7. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
8. Dates of Series Earliest Latest 1972 Present	9. Records Series Title (followed by title used in office, if different) Fare Collection Administrative Files		
10. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Division of Treasury Services is responsible for the receipts, investment, and disbursement of all funds for maintaining integrity of financial assets and accounts and for maintaining banking relationships. The specified responsibilities are to maintain effective internal control procedures to safeguard cash and other assets, ensures an adequate level of funds availability to meet current and planned obligations, ensures all funds disbursements are made in a timely manner and bear proper signature and endorsements, administers the Authority's investment portfolio to maximize yield, assists in the development and administration of the Authority's Bond Program, coordinates the design, development, and implementation of the Authority's Fare Collection System. Administers the Authority's Bus and Rail Fare Collection System, and to administer the Authority's Transcard Program.			
11. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: administration of the Authority's Bus and Rail Fare Collection system. Included are: correspondence and general administrative reports, exclusive of those reports covered by the "Bus and Rail Fare Collection Reports File" records series (81-77). File is arranged: alphabetically, by subject, by year			
12. Monthly Reference Rate How often are records referred to which are: One to six months old _____ ; Seven to twelve months old _____ ; Thirteen to twenty-four months old _____ ; twenty-five months and older _____ ?			
13. Annual Rate of Accumulation of Records Letter-size drawers _____ ; Legal-size drawers _____ ; Shelves _____ ; Other (specify) _____			

YES	NO	14. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

15. Retention Requirements

The following requires the series to be kept:

a. State Law	_____ years.	d. Audit period	_____ years.
b. Statute of limitation	<u>6</u> years.	e. Administrative need	<u>5</u> years.
c. Federal law	_____ years.	f. Federal retention instructions	_____ years.

Attach copy or excerpt of laws or regulations. Explain administrative need.

16. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☒ Fiscal Year; ☐ Other _____ then,

- ☒ Hold in the current files area _____ month(s) 1 year(s), then XXXX and until contracts are closed out, whichever is longer; then
- ☐ Transfer to local holding area; hold _____ year(s); then
- ☒ Transfer to MARTA Records Center; hold 6 year(s); then
- ☒ Destroy. NOTE: These files may not be destroyed until all pending litigation has been resolved.
- ☐ Transfer to State Archives for permanent retention.
- ☒ Other (Specify)

These files will contain original contract documents in the future. Therefore, they need to be retained a minimum of six years after contract closeout. Prior to destruction, it should be determined that no litigation is pending to which these documents might be pertinent. Also, if these contracts are UMTA funded, the UMTA

These instructions apply to all prior and future accumulations of the series

Retention standards will apply (Gina - I think you should check the UMTA part)

(Indicate briefly rationale for recommendations above/or write additional remarks):

17. APPROVALS

Approved Department Records Management Officer <u>Suzanne H. Franklin</u> Date <u>4/1/82</u>	Approved Legal Counsel <u>Brenda K. Pollard</u> Date <u>4/28/82</u>
Approved Division Head/Designee <u>[Signature]</u> Date <u>4/13/82</u>	Approved Division of Audit <u>Doug W. Brown</u> Date <u>4/30/82</u>
Approved Department Head/Designee <u>R. Greer</u> Date <u>4/16/82</u>	Approved Department of Archives and History <u>Carole Hart</u> Date <u>5-17-82</u>
Approved Records Management Analyst <u>Suzanne H. Franklin</u> Date <u>4/19/82</u>	Approved MARTA Management Advisory Committee Date _____